

MEMORANDUM

May 25, 2017

TO: Susan A. Bryant
Corporate Billing Manager
Secure-Drive, Inc.

FROM: Tracy J. Shycoff
Associate Director for Administration

SUBJECT: Direct Billing Account

I spoke with Mr. Frances Perry of your company last week in regards to setting up a direct billing account. Judge John Tunheim, the Chairman of the Assassination Records Review Board (ARRB) travels to Washington, DC regularly and has recently been using the services of Secure-Drive. The Judge has been impressed with the service and reliability of your company and requested that I pursue setting up a direct billing account for future use.

When I spoke with Mr. Perry last week he thought that setting up an account would be no problem and requested that I send you a memo with the following information:

Billing Address: Assassination Records Review Board
600 E Street, NW Suite 207
Washington, DC 20530

Contact person: Tracy Shycoff
Associate Director for Administration

The ARRB is a federal government agency and is therefore tax exempt. I am attaching a copy of our tax exempt memo for your files.

Please let me know if you require any additional information. I can be reached at 202-724-0088, ext. 233 and via e-mail at Tracy_Shycoff@jfk-arrb.gov.